G. R. S. IX-5]

Previous references.

File No. 11-17

1917.

Serial Nos. 1-4 & 5

(Genl: Secn)

Later references.

Reserve

M.K. 11.1.63

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 - 4, & 5

Part B for October 1917

SUBJECT.

Amendments to the Genl: Rev: Secretariat office Manual.

---

4 & 5. G. M. No. G. S. 104 Dt 5-10-1917
Issues certain amendments (Slip 3)
to the office Manual.

W D 88—GPB—50,000—24-7-16

Amendments
1 19-1-18 J.K.

G. R. S. 11] 1917.—18

GENERAL AND REVENUE SECRETARIAT.

(G.-O.)

NOTES.

File No. 11-17

FILE HEADING.

Amendments to the G—R. S. Office Manual.

From

The Efficiency Audit Branch

No. 107-E.A.B. 90-16 Dated 23rd July 1917 Received 26.7.1917

Diary No. 731	Enclos. one Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards for needful action a copy of the proceedings of the meeting of the Secretaries to Govt. held on the 9th July 1917

NOTES AND ORDERS.

Draft G.-O. incorporating the resolutions on subjects 1, 2, 3 & 4 is put up.

Submitted.

S.O.

26/7/17.

Seen 31/7

P.T.O.

NOTES—First Sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2)

General and Revenue Secretariat. | G. & R. File No. 11 of 1917.—18

Serial No.

Resolutions on subject no. 1 — Prevention of delays:-

No. 1 involves the amendment of rule 154 of the Office Manual

No. 2 " " 76 "

No. 3 " " 301 " .

No. 4 suggests a procedure outside the Manual.

Separate action will be taken in respect of resolution 5 in re giving relief to the Registrar from work of a petty nature by means of decentralization.

Resolutions on subjects 2 (reduction of noting) and 3 (Printing of important papers) involve amendments of rules 129 & 219.

Offices & extts. of specific terms.

Subject no. 4 & the resolution thereon are outside the Office Manual.

2 Two drafts — one proposing amendments to the Office Manual and the other issuing instructions in respect of matters outside the Manual are put up.

Submitted.

S.O.
4/8/17.

4/8 3 Two typed drafts are put up as directed.

S.O.
21/8/17

4 These are in accordance with

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

3

G. R. S. III-2

General and Revenue Secretariat.

E.M. File No. 11 of 1917—18

Serial No.

The resolutions at the Secretary's meeting on the 9th July & are submitted for approval

Binaraisancinha 22.8.17

(5) Gen. Sec / Fin. Sec / Home Secretary

(6) Dewan 23/8

Hlwy

(7) 23/8

(8) Hem 22/8

(9) 15 27/8

Revenue

(10) 28-8-17.

Secy, Edn

(11)

12 29/8

Rev 14 Gen. Sec

(13) 30/8

15. The proposals may be sanctioned.

Dewan 30/8

1245 30.8.17

16 Dewan

17 Approved. The sanctions will kindly noted before issue.

21.9.17 18 Ag

19

20 Registrar's formal order issued on 5th October 1917 "The drafts may issue & get printed by one Gazetted signatory"

E.M. 5/10/17

NOTE—Contn. sheet.

P. T-G.

ND 1233—GPB—60,000—1-12-16—S.

(4

G. R. S. III-2]

General and Revenue Secretariat. | G-87. File No. 11 of 1917.—8

Serial No.	
4	G. M. No. G 5103 & 5.10.1917 Directs that every Secretariat Officer should maintain, up-to-date, a note book for urgent & important cases; examines the registers maintained in Branches &c.
5	G. M. No. G. 5104 & 5.10.1917 Issues certain amendments (slip no. 3) to the Office Manual.
	2/ The file may now be recorded— S.O. Miles.
18	

NOTE—Contn. sheet.

731

1917-1918

No.107-E.A.G.90-16 — General and Revenue Secretariat,

FILE NO. 46-67 — Bangalore, 23rd July 1917.

Secl.

GEN. & REV. SECRETARIAT V GENERAL 26 JUL 1917

26 JUL 1917

M e m o

A copy of the proceedings of the meeting of the Secretaries to Government held on the 9th July 1917 is forwarded for favour of taking neeful action.

By Order,

For Secretary to Government,
General Department.

To

The Registrar,
General & Revenue Sectt.

PROCEEDINGS OF THE FOURTH MEETING OF SECRETARIES TO GOVERNMENT HELD ON THE 9TH JULY 1917.

P r e s e n t --

Secretary to Government,		Financial Department,
	Do.	General Department,
	Do.	Revenue Department,
	Do.	Education & Agriculture,
Joint	Do.	Public Works Department.

The following subjects were considered:--

SUBJECT No.1.

Responsibility of Subordinate Secretariat Officers to prevent delays in the submission of papers.

RESOLUTIONS --

1. Casework Secretariat Officers should also be required to see that the five days' rule of submission is duly -- complied with.

2. All receipts should be sent to the Under or Assistant Secretaries in charge of the Branch by the Head of the Branch who may order their inclusion in the register of urgent and important cases. This will enable the receipts being checked when the registers are submitted to them for scrutiny.

3. Under or Assistant Secretaries in charge of Branches should scrutinise Suspend Registers and order issue of reminders punctually.

4. Every Under or Assistant Secretary should maintain up to date a note book for urgent and important cases.

5. Proposals for giving relief to the Registrar of the General and Revenue Secretariat from work of a petty nature by means of decentralization should be proposed separately.

SUBJECT No. 2.

Reduction of Noting.

RESOLUTION --

Every caseworker is responsible for noting the previous files and putting up precedents. In easy cases, he should propose drafts without any noting. In difficult and important cases he will undertake noting if ordered to do so by the Branch Superintendent or Assistant Superintendent.

SUBJECT No. 3

Printing of papers in important cases.

RESOLUTION --

A question may be printed on each important draft as to whether the papers may be printed, for being answered by the Under or Assistant Secretary.

An illustrative list of cases which ought to be printed may be prepared for consideration.

SUBJECT No. 4.

Bringing to notice the expiry of the period of officers and establishments temporarily sanctioned, at least three months in advance.

RESOLUTION --

The Secretariat Officer in charge of the Branch should scrutinize once a week, the registers maintained in the Branch in respect of officers and establishments, entertained for a specific term and see if necessary action is being taken.

SUBJECT No. 5.

Free admission of Clerks from one Secretariat to another.

RESOLUTION —

The existing rule may be left as it is.

SUBJECT No. 6.

A separate typist to each branch of the General and Revenue Secretariat in addition to the General Typing Section.

RESOLUTION. —

This may be considered after the reorganization scheme is sanctioned.

The question of giving each Secretary a Shorthand Typist should be pressed again for the decision of Government.

-----:o:0:o:-----

G. on. 11-17-4 (4

No G 5103 2 drafts
GM 11-17-4 dated 5-10-17

No. of copies required 300

Office Memorandum.

The following instructions are issued:--

1. Every casework Secretariat Officer should maintain, up-to-date, a note book for urgent and important cases.

2. The Secretariat Officer in charge of the Branch should scrutinize once a week the registers maintained in the Branch in respect of Officers and Establishments, entertained for a specific term and see if timely action is being taken.

3. To ensure prompt printing of important papers, a query may be put by the case-worker on each important draft, as to whether the papers may be printed, for being answered by the Under or Assistant Secretary. A standing list of cases which ought to be printed generally should be prepared and maintained in the Branch, corrected up-to-date.

By order,

Secretary to Government,
General Department.

(Draft) G.O.

MRN.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G. 5103/G. M. 11-17-4 dated 5th October 1917.

Office Memorandum.

The following instructions are issued:—

1. Every case-work Secretariat Officer should maintain, up-to-date, a note book for urgent and important cases.

2. The Secretariat Officer in charge of the Branch should scrutinize once a week the registers maintained in the Branch in respect of Officers and Establishments entertained for a specific term and see if timely action is being taken.

3. To ensure prompt printing of important papers, a query may be put by the case-worker on each important draft, as to whether the papers may be printed, for being answered by the Under or Assistant Secretary. A standing list of cases which ought to be printed generally should be prepared and maintained in the Branch, corrected up-to-date.

By Order,

(Sd.) C. S. Balasundaram Iyer

Chief Secretary to Government,
~~General Department.~~

GRSM.S1.393

G. of I. — 17 - 5.

No G 5/104 2 drafts dated 5-
G & R 11-17-5

No. of copies required 300

Office Memorandum.

The following amendments and additions to the Revised Manual of Office Procedure of the General and Revenue Secretariat are ordered:--

A & C slip No. 3.

Page 15 - Rule 76:- Substitute the following as second paragraph--

"On receipt in the Branch, the letters should at once be submitted to the Secretariat Officer in charge of the Branch, who may order their inclusion in the register of urgent and important cases. The letters on return should at once be entered in the Diary and in the appropriate File Register. In passing letters to the registering clerks, the Superintendents should mark those which should be treated as "Urgent".

Page 24, Insert as Rule 128 A.-

"Every caseworker is responsible for noting the previous files and putting up precedents. In easy cases, he should propose drafts without any noting. In difficult and important cases, he should undertake noting only if required by the Branch Superintendent or Assistant Superintendent."

Page 28, Rule 154;- Insert the following after the word, 'obtained' in line 8 --

"Casework Secretariat Officers should also see that the five days' rule is duly complied with".

Page 56, Rule 301:-- Insert the following as last paragraph:--

"The casework Secretariat Officers in charge of Branches should also scrutinize the Suspend Registers on or about those dates and order issue of reminders punctually."

By order,

Secretary to Government,
General Department.

MRN.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No.G. 5104/G. M. 11-17-5 Bangalore, Dated 5th October 1917

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A & C SLIP NO. 3.

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"The casework Secretariat Officers in charge of Branches should also scrutinize the Suspend Registers on or about those dates and order issue of reminders punctually."

By Order,

C. S. BALASUNDARAM IYER,

Secretary to Government,
General Department.

GRSM.450